



Office equipment and supplies

Lesson code: 9RQX-I7N9-8R26

PRE-INTERMEDIATE

1 Office supplies

Match the words to the pictures.

a calculator
a rubber stamp
paperclips

a clipboard
a stapler
rubber bands

a highlighter
drawing pins
sellotape

a hole punch
glue
Tipp-ex



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____



7. _____



8. _____



9. _____



10. _____



11. _____



12. _____

Which of these things do you use? How often do you use them?



3 Office equipment

Complete the sentences with the correct words.

water cooler
awards

filing cabinet
coffee machine

shelves
plant

1. Do you want a cold drink? I'm going to the _____.
2. I can't close the top drawer of the _____. There are too many documents in there.
3. You can put your books and files on these _____ here.
4. Our company does a lot of good work. We have won many _____.
5. It's great that we have a _____. I can have a hot drink in the office now.
6. If we get a _____ for the office, we have to remember to give it water.

4 Useful equipment

Work with a partner. Put the pieces of equipment in order from the most useful to the least useful. Compare your answers with other pairs.



What does your desk say about you?

A desk is not only a place to sit and do work. It says something about your personality.

The dreamer

Do you have any photos of your holiday on your desk? Be careful. If there are a lot of holiday photos, it shows that you prefer to be somewhere else. You are thinking about the beach, not tomorrow's marketing presentation!

The technophobe

Are there any post-it notes on your desk? If you have post-it notes all over your desk, it shows that you have a problem with technology. If you want to be organized, use your computer.

The rebel

Is your desk empty? If there is nothing on your desk, it shows that you are not yet comfortable in your new company or maybe you are looking for another job.

The homesick person

Are there many family photos on your desk? It is fine to have a few photos of your family. But if you have a lot of photos, it shows that you want to be at home, not at work.

The workaholic

How many empty coffee cups and energy drinks do you have on your desk? If you have a lot, it shows that you do not have much balance in your life. You spend a lot of time in the office and you need a hobby.

The chatterbox

Do you always have a box of chocolates on your desk? Office workers with a never-ending supply of chocolates and sweets are often popular with their colleagues. But it can also show that you like talking all the time.

3 Review

If you want to remember the words from today's lesson, you can go to www.linguahouse.com/learning-english, enter Lesson code: QWERTYUIOPASDFGHJKLZXCVBNM1234567890-, and click 'Start My Review'.

